



City of Atlanta

55 Trinity Avenue, Suite 3900
Atlanta, Georgia 30303
Phone: 404-330-6150

Checklist for Plan Submission

GENERAL REPAIR

One or Two Family Duplex Residence

(Repair/renovations to existing structure only, proposed alterations or site improvements not included)

TYPES OF STRUCTURES

- ✓ One or two family (duplex) residence only (condos, townhomes, or structure with three or more dwelling units excluded).

COST OF REPAIRS/RENOVATIONS

- ✓ Cost not to exceed \$25,000.

SCOPE OF WORK

- ✓ Non-Structural repairs/renovations only, no change in floor plan.
- ✓ Maximum of three sheets of drywall to repair existing holes in ceilings and/or walls.
- ✓ Exterior – reroof, gutters, fascia/soffit, siding, paint, porch/deck boards only, doors, window glazing (glass), in-kind window replacement may require floor plan.
- ✓ Interior – paint, kitchen/bath cabinets and/countertops, kitchen/bath fixtures, doors, floor covering, HVAC/electrical/plumbing repairs (separate permit required).

ZONING REVIEW

- ✓ Review for permitted use of one or two family residence.
- ✓ Non-conforming use documentation may be required.

UDC/PLANNING REVIEW

- ✓ UDC and/or Office of Planning approval required for certain Zoning and/or Beltline overlay districts.

INSPECTIONS

- ✓ Site inspection may be required within 48 hours of permit issuance.
- ✓ Final inspection must be requested upon completion of work.